



## State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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JAMES E. MCGREEVEY  
*Governor*  
*Commander-in-Chief*

GLENN K. RIETH  
*Brigadier General*  
*The Adjutant General*

**TAG POLICY LETTER 02-3**

**15 March 2002**

### **INTERNAL CONTROLS**

1. TAG Policy Letter 01-1, dated 5 January 2001, is hereby rescinded.
2. As The Adjutant General of the New Jersey Department of Military and Veterans Affairs, I am ultimately responsible and accountable to the citizens of New Jersey for the operation and management of the Department in all its aspects.
3. I call your attention to Departmental Directive 101, dated 1 February 1996, and OMB Circular Letter Number 98-02, effective date 07/01/97.
4. The Adjutant General, as the Commissioner of the Department, also has an obligation to assure that the establishment and monitoring of the NJ State Internal Accounting and Administrative Control Systems are in compliance with the standard policies of the Governor and as promulgated by the Office of Management and Budget. As public managers and employees of this Department, I charge you with this same obligation within the realm of your responsibilities.
5. The Department Internal Control Officer (ICO) is Colonel Maria Morgan. The ICO shall be responsible to: (1) coordinate the Department's Annual Report, (2) assist departmental personnel in Internal Control Processes, (3) ensure training is provided to departmental personnel, and (4) maintain a department manual encompassing Guidelines for our Internal Control Systems.
6. The following appointments are to be made and notifications submitted in writing to the ICO **NO LATER THAN 21 MARCH 2002.**
  - a. The Deputy Commissioner for Veterans Affairs and Joint Chief of Staff each shall appoint an Internal Control Liaison for their offices.
  - b. Each State Division Director shall appoint an Internal Control Coordinator.

(DAG)

GLENN K. RIETH  
Brigadier General, NJARNG  
The Adjutant General

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